

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	EMERGENCY/HOMELESS SHELTERS POLICY & PROCEDURE MANUAL	4/1/03	4/09	12	12.5
CHAPTER Chapter 12. Complaint and Appeal Procedures		SUBJECT Appeal of Propose to Terminate Seriously Deficient			

An institution and responsible principals and responsible individuals that receive a notice of a serious deficiency have the right to appeal the findings leading to the serious deficiency rating, but **not** the serious deficiency classification. See Section 9.7 for a listing of serious monitoring findings.

Institutions and responsible principals with serious deficiencies have 90 days to demonstrate “full and permanent” corrections by:

- Submission of a Corrective Action Plan, and
- A follow-up on-site visit by the Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance (MDHSS-BCFNA) staff.

A copy of the notification of serious deficiency is forwarded to the United States Department of Agriculture – Mountain Plains Regional Office (USDA-MPRO) for tracking.

When a follow-up site visit demonstrates full and permanent corrective action, the serious deficiency rating is rescinded and USDA-MPRO is notified.

When a follow-up on-site visit demonstrates that limited or no corrections have been made, MDHSS-BCFNA will notify by certified mail, e-mail, or fax the “proposed termination” of the CACFP contract and disqualification of the responsible principals and responsible individuals. A proposal to terminate the CACFP contract can be appealed. See 12.1 for specific details.

A responsible principal of an organization is defined as directors, managers, officers, board members, and owners.

Responsible individuals are defined as those whose actions or inactions resulted in the serious deficiency. This can include employees, contractors, volunteers, and unpaid family members.